

NOMINATION FOR AWARD

AWARD Oustanding Public Affairs Intermediate-Level Civilian		CATEGORY (If Applicable) MAJCOM - Individual	AWARD PERIOD 1 Jan 02 -31 Dec 02
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-9, Crystal R. Lavadour		SSN (Enter Last 4 Only) 3517	MAJCOM, FOA, OR DRU AFMC
DAFSC/DUTY TITLE 1035, Public Affairs Specialist		NOMINEE'S TELEPHONE (DSN & Commercial) DSN 787-0046 Com 937 257-0046	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE HQ AFMC Public Affairs, AFMC/PA, 4375 Chidlaw Rd, N152, Wright-Patterson AFB, OH 45433-5006			
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Colonel Donna L. Pastor, DSN 787-6306, Com 937-257-6306, donna.pastor@wpafb.af.mil			
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)			
<p>Job Knowledge/Professional Qualities:</p> <ul style="list-style-type: none"> - This highly-skilled and motivated PA pro easily tackled the most complex of PA issues in 2002 - Knows how to boil down lots of data and get right information to the right audience at the right time <ul style="list-style-type: none"> -- After thorough review, ensured AFMC's extensive smallpox vaccination plan included PA guidance to allow field commanders and PAs to inform their people on this highly charged issue -- Hand-picked as command's lead PA for planning and implementing all PA media operations for celebrity-packed activities kicking off Wright Brothers Centennial of Flight's AF-related events -- Directly supported Secretary of the Interior, National Parks Service director and 4-star commander -- Results were dynamite! Positive regional and national coverage for AFMC and the Air Force - Handled tough jobs--created news release announcing results of investigation of fatal F-15 crash <p>Leadership/Organizational & Planning Skills:</p> <ul style="list-style-type: none"> - Made sure leadership was well-armed! Organized extensive prep material, including key messages, for 4-star's community meetings--mayors to high-level Boy Scouts executives. Hit the targets - Helped lead very successful 4-star community outreach program bringing 20 key civic leaders together from throughout the country. 4-star: "Program vital to maintaining strong support for AF" <ul style="list-style-type: none"> -- Made logistics of visit look easy, everything from building info packages to complex transportation -- No detail left unattended. Every aspect of visit, big and small, was meticulously planned, executed -- Civic leaders left well-informed, loaded with key AF messages to deploy in their communities - Tapped to oversee key elements of award-winning command magazine's layout, design and editing <ul style="list-style-type: none"> -- Continued award-winning style by planning and designing eye-catching covers that grabbed readers -- Her creative skills made 4-star's favorite communication tool even better--a prized PA weapon! - Led command PA review of Peacekeeper Missile Deactivation plan. Her review bolstered the plan - Always ready to volunteer or assist on everything from annual PA conference to office team-building <p>Judgement/Decisions:</p> <ul style="list-style-type: none"> - Judgment is always on target! Whether she's accompanying a general officer to a community event or fielding questions from reporters, making the right decision comes naturally to Ms Lavadour - Keen and quick decision-maker assisting and advising participants at major events such as 4-star commander's calls and a gathering of influential civic leaders from major cities across the country <ul style="list-style-type: none"> -- PA "sixth sense" made it easy for her to inform key VIPs from L.A., Boston, San Antonio, Atlanta - "Go-to" person when senior leaders or visiting dignitaries need well-planned, hands-on PA handling <ul style="list-style-type: none"> -- Picked to escort AF PA Civilian Career Program Manager during critical command PA conference - Valued counselor to senior leadership--she led media relations planning and on-scene support when AFMC 3-star led recruiting activities at major USAF Academy hockey game. On-target coverage! - Sage counselor. She was selected to sponsor and mentor a civilian intern and a new PA lieutenant <p>Communication Skills:</p> <ul style="list-style-type: none"> - Ace writer and editor! She is key to keeping AFMC's 80,000-member workforce informed via the written word. Her articles are comprehensive, well-edited and among the best at her grade level <ul style="list-style-type: none"> -- Her article on re-engineering and restructuring of industrial operations at the AF's three huge depots boiled down a complex issue to an articulate story every shop floor worker could understand - Correspondence and other works are equally crisp. Hand-picked to write letters for 4-star's signature - A communication targeteer! Knows what information needs to be launched and best way to deliver - One of only two people picked to compile daily media activity memo, keeping AF leaders informed - Confident and poised at all times! Accompanied senior leaders to high-visibility community events - Shared communication skills with future PAs. Selected to tell university audience about careers in PA - Knows how to focus the message. Member of crack AFMC media training team that's second to none - Eagerly tackled Defense Information School, quickly capitalizing on her new communication skills - In only second year as PA, has quickly learned the AF mission. Tells the airman's story with passion! 			